



Project Manager

Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

General Statement

The Project Manager for Therapeutics Development reports to the Vice President of Therapeutics Development and is responsible for administrative and project management related topics including coordinating, managing, and implementing critical process aspects of three different types of Advisory Panels that are a key component of the Therapeutics Development Team operations. The Project Manager must be able to work independently and must be able to exercise sound judgment to ensure that the advisory panels process is appropriately administered. The Project Manager liaises with other CIRM team members in information technology, grants management, and legal as well as with science officers to coordinate activities.

Job Functions

Supporting the Vice President of Therapeutics Development & the Management of Advisory Panels.

- Leads and performs project management activities to assist the Vice president of Therapeutics Development in delivering on the group goals and enhance overall team performance using state of the art project management systems and tools.
- Organizes all activities related to the management of Advisory Panels: Translation, Clinical, and Market Approval Advisory Panels, including working with internal science officers and various CIRM groups such as legal and finance



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and with external stakeholders, the investigative groups, the advisors, and their respective institutions.

- Manages the translation and clinical grants/projects portfolio and coordinates team resources to effectively implement the advisory panel process.
- Works closely with Senior Science Advisors, Associate Directors and the Vice President developing a data base of advisors for the three different advisory panels and in identifying, recruiting, and assigning advisors to panels in collaboration with science officers.
- Reviews potential advisors for conflicts of interest ahead of recruitment and tracking conflicts of interest for advisors, patient advocates, and CIRM team members.
- Serves as liaison and maintains professional relationships with advisors to ensure they are adequately informed of the process, procedures, and requirements.
- Coordinates travel, honorarium, and reimbursement for advisors.
- Drafts notes of the advisory panel meetings and circulates them to all constituents including the assigned senior science officer, advisors and the investigative groups, and uploads the notes in the appropriate grants management system as a permanent record of that advisory panel.
- Develops & manages a database of external advisors to serve on the advisory panels.
- Communicates frequently with the Vice President and the Team to keep the advisory panels and the Therapeutics Team projects aligned with their goals.
- Performs Quality Control on the Advisory Panels process during the year to maintain the expected standards. Develops an annual schedule for the conduct of these advisory panels that maintains adequate quality control of the projects' milestones achievement and continued progress.
- Performs all team coordination and provides assistance in writing the group Standard Operating Procedures (SOPs) and working with the team on the implementation and continued compliance and follow up to those SOPs.
- Supports the Vice President in managing internal data bases, team meeting highlights, and follow up action items, generating reports, PowerPoint presentations, portfolio analysis, and data management collection and assembly.
- Works closely with the Vice President of Therapeutics Development to organize and maintain the calendar, travel plans, meetings, registrations, and the Therapeutics Development Team's official records.
- Utilizes various CIRM grants management systems to rapidly prepare scientific and technical reports regarding past and present translation and clinical projects' grants to share with the institute leadership team and external constituents as needed.
- Assists in the generation and collection of the Therapeutics Development Team goals and annual budget preparation.
- Adjusts schedules and targets on the Team's scheduled meetings to maintain accurate progress and the group's projects achievements.



Coordinating Department Activities and Communication

- Contributes to the overall translation and clinical grants' success by coordinating flow of materials/information to grants management officers, directors, information technology team, and science officers as appropriate.
- Collaborates and frequently communicates with other CIRM teams to harmonize procedures and resource allocation as needed.
- Participates in the Grants Management System development process to ensure proper design and implementation of new web-based applications, forms, and user interfaces.
- Develops, tracks, and reconciles budget for Therapeutics Development activities.
- Assists Therapeutics Development Team members in executing travel arrangements, meeting registration, and scientific article purchases.

Harmonizing with the CIRM Mission

- Demonstrates in your words and actions commitment to CIRM's mission.
- Collaborates with CIRM team members to generate efficiencies, enhance productivity, and develop competencies.
- Commits to team decisions by supporting and working to achieve team objectives.

Supervision Received

The Project Manager reports to the Vice President, Therapeutics Development.

Qualifications and Skills

- Higher degree (Master's, Bachelor's degree) in the Sciences or equivalent experience in Business or Public Relations or related fields
- Skilled in verbal and written communication
- Effective organizational, planning and project management abilities
- Strong analytical skills to organize and analyze data, and generate project summaries
- Ability to function independently and handle multiple, simultaneous projects.
- Ability to implement change in a positive, forward- thinking manner
- Excellent time management skills
- Ability to logically organize details
- Anticipates needs of those assisting
- Certified/trained in Project Management and experienced with utilizing project management tools
- Ability to schedule large, multi-stakeholder meetings
- Experience with assembling published documents



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- Proficient and highly literal in common computer applications including internet research, Microsoft Office (Word, Excel, PowerPoint, Adobe Pro) and email are essential; demonstrated proficiency with state-of-the-art project management software and tools is a key requirement for this position.

Working Conditions

- Ability to operate standard office equipment.
- Be available to work outside of normal business hours and eligible for over time.

During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Salary Range and Benefits

The annual salary range for the Project Manager position is \$102,104 to \$153,332.

CIRM offers a competitive compensation and benefits package.

How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

****A California State application is required as CIRM is a state agency. You will not be considered without this.**

To: jobs@cirm.ca.gov. Electronic applications preferred.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.



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Final Filing Date: 10 days out or until filled

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources
Attn: CIRM, Jobs
1999 Harrison Street,
Oakland, CA 94612

Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Application Information

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.



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For any inquiries about the position sent to jobs@cirm.ca.gov, the e-mail should have the position title on the subject line.

Contact Information

The Human Resources Manager is available to answer questions regarding the application process and the position.

Human Resources Contact:

Vanessa Singh

Email - jobs@cirm.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Vanessa Singh
- Email: jobs@cirm.ca.gov
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Benefits

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx. Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website



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at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.